21 November 1963

MEMORANDUM FOR: CIA Librarian

SUBJECT: OCR Library Machine System

One 28 October 1963 the Area Coordinator, WH Area, Library Acquisitions Branch, submitted to the CIA Librarian a memorandum of problems and errors found in the OCR Library Machine Accounting System.

Although this memorandum was not shown to me, I understand the problems developed in that memorandum to be:

1. Machine Listings for the L-Sequence Number were incomplete; some 236 items were left off.

2. Machine Listings for the B-Sequence Number contained items which had been previously cancelled and new items had not been included.

As a result of a discussion of these listings, the Machine Division, OCR prepared new listings, taking into account the restatement of requirements to insure that coverage was complete as desired.

These new listings were received in the Acquisitions Branch on 4 November 1963 and promptly reviewed by the Area Coordinator concerned. On 6 November 1963 I checked with the Area Coordinator and found that he was making entries on the B-Sequence listing which should not have been necessary. I determined at this time that the listings for the L-Sequence material were correct; however, the listings for the B-Sequence number had many omissions, which turned out to be a misunderstanding between key punch operators and the machine room supervisor. This was corrected and the listings rerun and returned to the Acquisitions Branch in satisfactory condition on 7 November 1963.

In summary, it appears that Acquisitions Branch was at fault for not properly coding material going into the machine files and in not properly defining limits of material wanted in the requested listings.

On the other hand, the Machine Division had a problem of communication between its units, resulting in data being omitted from the files.

As a result of this review, all requests for service from the Machine Division are being channeled through the Office of the Branch Chief. In
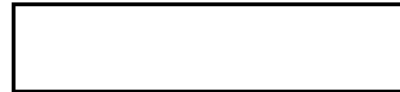
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addition, a series of meetings will be held with the personnel of the Acquisitions Branch to restate the requirements and principals of coding for proper utilization of data by machine methods.

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Deputy Chief, Acquisitions